

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Packing and Distribution of TLM
Type of Procurement:	One off procurement agreement
Type of Contract:	Firm fixed price.
Term of Contract:	Within delivery period
Contract Funding:	USAID Jifunze Uelewe Project
This Procurement supports:	Tanzania Jifunze Uelewe Project
Submit Proposal to:	USAID Jifunze Uelewe Email: Procurement@Jifunzeuelewe.rti.org
Date of Issue of RFP:	August 29 th , 2022
Date Questions from Supplier Due:	September 05 th , 2022, 13:00 hrs (EAT) be sent via email to mheriel@Jifunzeuelewe.rti.org .
Date of response to interested bidders	September 05 th , 2022
Date Proposal Due:	September 08 th , 2022 10:00hrs. (EAT)
Approximate Date Purchase Order Issued to Successful Bidder(s):	o/a September, 2022

Method of Submittal:	
<p>Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: procurement@Jifunzeuelewe.rti.org. Vendors shall submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address sisuja@tusomepamoja.rti.org on the same day of bid submission.</p> <p>The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.</p>	
Solicitation Number:	Bulk-TLM-22-Packing & Distribution

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:

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3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”).

Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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	 KEY QUESTIONS	VENDOR INFORMATION FORM <i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context Indicate N/A)</i>
1	<i>Name of contact person</i>	
2	<i>Title or position of contact</i>	
3	<i>Phone Number(s) for contact</i>	
4	<i>E-mail address for contact</i>	
5	<i>Company name</i>	
6	<i>Company address</i>	<i>(Include physical location)</i>
7	<i>Primary business of company</i>	<i>(Attach certificate of Incorporation, VAT & Tax compliance certificate and TIN certificate)</i>
8	<i>Valid Business Permit</i>	
9	<i>Bank Details (Account Name, account number, Currency, Bank Name, Branch & Country, Swift Code)</i>	
10	<i>Describe the capacity of your firm</i>	

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		<i>(Attach short company profile not more than 5 pages and product catalogue)</i>
11	<i>Has the company been audited during the last calendar year (2020)?</i>	<i>(If so attach audited profit & loss /Income statement and Balance sheet Only for 2020 & 2021)</i>
12	<i>RTI Credit policy is within 30 days upon delivery. Is this payment term acceptable to your organization</i>	
13	<i>List the names and current contact information for three (3) references for us to contact about your performance. Provide name of the institution, contact person, title of the contact person, email address, mobile number and copy of the contract.</i>	
14	<i>Describe any quality /service accreditations or dealerships that you have e.g. ISO.</i>	

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI have been awarded a new USAID Project called Arithmetic and Inclusive Education, this project is a USAID funded education project located at Plot #1131B Msasani Road, in between UNFPA and Uongozi Institute (Former), Masaki, Dar es Salaam, same building with USAID Jifunze Uelewe Project.

This project is intended to integrate the work of the Jifunze Uelewe Activity (AIE), improve the quality of early grade arithmetic instruction and improve the inclusive of early grade education for child with disability and gender effectively and efficiently. Jifunze Uelewe activities will be implemented in five regions of Iringa, Morogoro, Mtwara, Ruvuma as well as Zanzibar.

This request for proposals is for Packing of Books, class Consumables and Children with disability (CWD) kits, transportation, and distribution to 42 District in Iringa, Morogoro, Mtwara, Ruvuma and Zanzibar. Details of the items provided here below.

LOT-1: Specifications for books provided here below.

Sn	Book title	Language	Number of pages	Size	Quantity	Unit of measure
1	Decodable Book-Mainland	Kiswahili	40	B5	778,807	Pcs
2	Decodable Book-Zanzibar	Kiswahili	40	B5	188,498	Pcs
3	Nonfiction book-Mainland	Kiswahili	36	B5	9,157	Pcs
4	Nonfiction guide-Mainland	Kiswahili	44	A4	1,762	Pcs
5	Nonfiction book-Zanzibar	Kiswahili	36	B5	1,282	Pcs
6	Nonfiction guide-Zanzibar	Kiswahili	44	A4	614	Pcs
7	Preprimary small book-Zanzibar	Kiswahili	24	A4	22,776	Pcs
8	Preprimary big book-Zanzibar	Kiswahili	24	A3	13,790	Pcs

LOT-2: Class Consumables specification and quantity provided below,

Sn	Description of Goods or Services	Quantity	Unit of measure
1	Manila card-assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream	15,855	Ream
2	Global map (Sphere world Map)	3,171	Pcs
3	Glue: 1Ltr bottles, liquid, non-toxic, washable	3,171	Bottle
4	Multipurpose scissors: stainless steel, Soft-grip handles, Size 6-8".	15,855	Pcs
5	Marker pens; permanent, writing width 4.00mm, tip size 4.5mm- assorted colors (1 box 4 colors (blue, black, green, red)	15,855	Box
6	String (1 ball medium thickness (4mm x 5 meters - sisal)	15,855	Roll
7	Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream.	15,855	Ream
8	Blackboard ruler, 1 Meter long, wooden, handle in the middle, standard thickness	15,855	Pcs
9	Mathematical Compass	15,855	Set

LOT-3: CWD Specification and quantity provided here below.

Sn	Description of Goods or Services	Quantity	Unit of Measure
1	Reading stand: Size 15.4" x 11.0" Main Board-wooden Adjustable Foldable Book Holder with Page Holder Clip. Metal stand	1,789	pcs
2	Magnifying Glass: Magnifications 30X, Large Magnifier with Light, LED Illuminated & Handheld, Premium High Power Magnify Glass for Reading. Pack of 10 to 12, Box 120mm length, diameter 100mm. preferable black/brown/white.	1,789	Pcs
3	Sunglass for LV with Albinism: -Frame shape -square -Light wight 25grams -Optical glass Lenses -Unisex -metal/Plastic frame -with telescopic lenses mounted on glasses (bioptics)	1,789	Pair
4	Typoscope: -A4 or A5 sizes. -5"by 8". -0.5" wide opening highlights one or two -lines at a time -Made of thin plastic for lightweight durability -Black color for high contrast	1,789	pcs

5	<p>Audio recorders:16GB Audio Recording Device, Digital Voice Recorder with 16GB TF Card)</p> <ul style="list-style-type: none"> - built in microphone - USB charging - recording monitor -inbuilt battery /dry battery - menu language English/Swahili -input /output (USB) 	1,789	pcs
6	<p>Batteries for use with audio recorder</p> <ul style="list-style-type: none"> -Dry Duracell. -compatibility -Size AAA 	1789	Pcs
7	<p>Large felt Tip pens (1 Doz) per class</p> <ul style="list-style-type: none"> - Assorted colors -good quality for use with learners with Low Vision 	1789	dozen
8	<p>Ream of Thick and Wide lined paper 300 sheets</p> <ul style="list-style-type: none"> -Two-sided sheets -Bold lines -Measures 5.5 x 8.5 -Grams (300-350) 	1789	pcs
9	<p>Leather bag</p> <ul style="list-style-type: none"> Black /blue/ color -leather fabric -Durable and Light Weight - Size 15" x 12.0" 	1789	pcs

Product or Service Expectations (both if applicable):

Detailed Scope of work under this RFP provided here below,

1. Arrange for packing (using waterproof materials) each of the material listed (a-e) below, packing will be done per school for a total of 3,171 schools. All packed parcels shall be ramped with sole tape to make sure items cannot spill out of the package, all packing activities will be conducted in Dar Es Salaam at RTI's designated warehouse located in Mikocheni and Goba. Here below find list of materials requiring packing.

- a. Decodable pupil's books
- b. Nonfiction pupil's books and Teacher guide.
- c. Preprimary pupil's books
- d. School consumable materials
- e. Children with disability kits.

Quantity and distribution matrix per district per region for the above materials provided at the end of this RFP.

2. Each school shall receive five parcels for mainland (three for books, one for consumable and one for CWD) and seven parcel per school for Zanzibar (five parcel for books, one for consumable and one for CWD).
3. Per schools' parcels shall be packed together and double strapped together to form a school package and boxed per district, per region. All packages shall be labelled with school name, list of items included and quantity.
4. RTI will conduct a verification exercise throughout during the packing and dispatch process.
5. Packing material: Vendor will propose durable waterproof packing materials which will suit this exercise, vendor will also propose strapping or other means by which they propose to hold the parcels/packages.
6. Labelling: All packages will be labelled clearly with variable labels in A5 size, labels artwork will be provided by RTI International. Vendor is expected to print the labels in full color and stick them on the packages indicating School name, district name, item name and quantity. Label samples provided at the end of this RFP.
7. Warehousing: Vendor is expected to have adequate storage and roofed warehouse, demonstrate the space available for storage and packing area.
8. Vendor shall arrange for transportation, and distribution of these materials to 42 districts in Ruvuma, Iringa, Morogoro, Mtwara and Zanzibar or as directed otherwise on point of delivery by Jifunze Uelewe project Chief of Party. Packing matrix per school per district will be provided to the awarded vendor.
9. Loading and offloading at the vendors warehouse and district is the responsibility of the awarded vendor. Vendor shall ensure the offloaded materials are safely arranged at the dry location in the district's warehouse/storage room.
10. Delivery note: Vendor shall provide triplicate delivery/receipt forms, one for supplier, receiver and RTI.
11. Quotations **Currency**: All bids shall be in Tanzanian shillings for the local vendor and USD for international vendor.
12. This RFP May result into one or Multiple awards.
13. Bids must be marked with solicitation number on the Email subject. Bid submitted without solicitation number will not be evaluated.

Additional information:

1. Provide weekly reporting on the status of the shipment and delivery.
2. Take responsibility for all the losses and any damages in transit.
3. Vendor will be paid after successful completion of each LOT.
4. Outsourced services/subcontracting: Vendors are required to disclose any third party they propose for sub-contracting for any part of this bid. Please note that any proposed third party will be evaluated for the mandatory requirements and technical capacity.

The proposed third parties will form part of the LPO terms and conditions as key partners to the contract, however the main contracted vendor (Bid winner) will be responsible for all the deliverable as per the LPO.

5. Quality assurance policy and procedures must be submitted as part of the solicitation response.
6. Bid submission: Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: procurement@Jifunzeuelewe.rti.org. Vendors shall submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address sisuja@tusomepamoja.rti.org on the same day of bid submission.
7. Interested bidders who wants to visit RTI's warehouse to inspect the consignment is required to schedule a visit through email: mheriel@jifunzeuelewe.rti.org or through phone: **+255 767 256 146** between 29-31 August,2022.

Deliverables, Timelines, Special Terms and Conditions:

1. Only those bids that meet all requirements above will be considered for the award.
2. Indicate the proposed parking and distribution completion time (days).
3. Provide pricing per LOT.

e.g.LOT-1: Pricing Format-Packing and distribution of books

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each) Best & final price	Lead Time (Number of Days)
1	778,807	Packing and labelling of Decodable readers-Mainland	Pcs			
2	778,807	Transportation and distribution of decodable readers to 31 districts.	Pcs			
3	188,498	Packing and labelling of Decodable readers-Zanzibar	PCs			
4	188,498	Transportation and distribution of decodable readers to 11 districts in Zanzibar	Pcs			
5	10,919	Packing and labelling of nonfiction pupil's books and teachers guide-Mainland	PCs			
6	10,919	Transportation and distribution of nonfiction pupil's books and Teacher's guide to 31 districts in mainland	Pcs			
7	1,896	Packing and labelling of Nonfiction Pupils books & Teacher guide-Zanzibar	PCs			
8	1,896	Transportation and distribution of Nonfiction Pupils books & Teacher guide to 11 Districts in Zanzibar	Pcs			
9	22,776	Packing and labelling of Preprimary small book-Zanzibar	PCs			
10	22,776	Transportation and distribution of Preprimary small book to 11 districts in Zanzibar.	Pcs			
11	13,790	Packing and labelling Preprimary big book Zanzibar.	PCs			
12	13,790	Transportation and distribution of preprimary big book to 11 districts in Zanzibar	Pcs			
			Sub Total			
			VAT (18%)			
Total Value						

LOT-2: Pricing Format-Packing and distribution of Consumable.

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each) Best & final price	Lead Time (Number of Days)
1	105,894	Packing and labelling of Consumable materials-Mainland	Pcs			
2	105,894	Transportation and distribution of consumable materials to 31 districts in Mainland	Pcs			
3	11,433	Packing and labelling of Consumable materials -Zanzibar	Pcs			
4	11,433	Transportation and distribution of consumable materials to 11 districts in Zanzibar	Pcs			
			Sub Total			
			VAT (18%)			
Total Value						

LOT-3: Pricing Format-Packing and distribution of CWD

Item #	Quantity to be distributed	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each) Best & final price	Lead Time (Number of Days)
1	13,194	Packing and labelling of CWD in Mainland	Pcs			
2	13,194	Transportation and distribution of CWD materials to 31 districts in mainland	Pcs			
3	2,528	Packing and labelling of CWD materials-Zanzibar	Pcs			
4	2,528	Transportation and distribution of CWD materials to 11 districts in Zanzibar.	Pcs			
			Sub Total			

			VAT (18%)		
			Total Value		

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Plot # 1131 B in between UNFPA and Uongozi Institute (Former), Msasani Road, Masaki, Dar es Salaam Tanzania.

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client's name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions regarding this RFQ/RFP to be directed to

Mashauri Heriel,

(insert name of procurement officer)

at this email address:

mheriel@jifunzeuelewe.rti.org

(insert email address of the procurement officer).

The cut-off date for questions is *(insert date)*.

September 05th ,2022, 13:00 hrs (EAT)

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver

the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or [http://www.rti.org/files/PO_FAR_Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities)-
- (b) **DELIVERY.** Seller provides the most advantageous/shorter delivery schedule will highly be preferred, Presentation of non-honest delivery schedule will be penalized
- (c) **PAYMENT TERMS:** RTI's payment terms are to pay suppliers within 30 days after service/product delivery.
- (d) **PAST PERFORMANCE:** Successfully completed at least 3 contracts with similar scope (volume of units and cost) of this project and successful on time delivery for international shipping, please provide documentary evidence of these contracts and the

(e) OTHER EVALUATION CRITERIA.

NIL

The Proposals will be evaluated in 3 Stages:

Stage 1: Mandatory Eligibility Requirements

At this stage the bids will be subjected to a preliminary examination to verify the overall completeness and responsiveness of the bids as received. Any bids that will be found to be incomplete, invalid or substantially unresponsive will be eliminated at this stage. To qualify for stage 2 evaluation, a vendor must meet the following Mandatory Eligibility Requirements:

Must submit copies of the following documents.

- A copy of Business Registration certificate.
- A copy of valid Business Permit
- A copy of company TIN certificate
- A copy of Current Tax Clearance certificate.
- Completion of RTI's vendor information form.
- A copy of company profile.
- Completed and stamped RTI's Vendor information form.
- Bidder must quote for both, Transportation and packing and labelling.
- A copy of audited financial account for the past two years including profit and loss statements and the balance sheet. Unaudited financial statement will not be accepted.

Vendors need to provide an explanation if their 2021 financials are not ready for submission.

Proposals not meeting the above requirements will be automatically disqualified.

Stage 2: Technical Evaluation (60 points)

The total technical points assigned to each proposal will be determined by adding and weighting the scores assigned by the evaluation committee to the technical features of the proposal in accordance with the criteria below:

(a) DELIVERY PLAN/SCHEDULE-Maximum Weight-20 Points

Provide the most realistic and advantageous delivery duration for all the DISTRICT. The shortest offered delivery time will obtain maximum points.

(b) PAST PERFORMANCE–Maximum Weight–15 Points

Successfully completed at least 3 contracts with similar scope (volume of units and cost) of this project and successful on time delivery. Please provide documentary evidence of these contracts and the full address, telephone number and email addresses of one contact person for each of these contracts/clients indicated for reference check. Details from each company carries 5 Points.

(c) PAYMENT TERMS: -5 Points:

RTI's payment terms are to pay suppliers within 30 days after service/product delivery. Supplier who meets this criterion will score points in full, supplier requiring advance will score 0 Points.

(d) Demonstrate the vendors' technical expertise of the scope of work (20 Points)

Bidders are asked to submit a detailed proposed approach that demonstrates an overall understanding of issues related to implementing nationally scaled distribution and demonstrate capacity to provide technical and managerial oversight in the execution of the scope of work. Scores will be guided by the above and capacity to undertake this work. Proposal should include, but not limited to the following

1. Short letter (one page) demonstrating how you understand work under this RFP. Vendor shall demonstrate its knowledge in collating, packaging, packaging, labelling and distribution of materials. Step by step work plan for how and when materials will be delivered. Vendor shall submit their methodology/workplan detailing how they plan to carry out the work. Vendor shall submit documentation demonstrating that they have sufficient internal quality control policies and procedures for collating, packaging, packing and distribution. The bidder will also be assessed for quality performance in relation to previous contracts.
2. Anticipated potential challenges and proactive actions to be taken.
3. Proposed vehicle fleet (type and quantity of vehicle to be used)

To qualify for stage 3 financial evaluation, vendor must score at least 40 Points:

Stage 3: Financial Evaluation--Price (40 points)

At this stage, the lowest proposed price will earn the highest weights allocated under financial evaluation. The tendered prices from all the proposal qualifying for stage 3 will be a function of the lowest proposed price and will be awarded marks proportionally from the total weight in this category.

Financial evaluation score= $\frac{\text{Lowest Price tendered}}{\text{Price of the tender being evaluated}} \times \text{Financial evaluation weight}$.

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date:

“Consumable distribution Matrix” provided below

Consumable Mainland:

			CONSUMABLE								
No	Region	District	Manila card-assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream (Ream)	Global map (Sphere world Map) - (pcs)	Glue: 1Ltr bottles, liquid, non-toxic, washable - (botles)	Multipurpose scissors: stainless steel, Soft-grip handles, Size 6-8" - (Pcs)	Marker pens; permanent, writing width 4.00mm, tip size 4.5mm-assorted colors (1 box 4 colors (blue,	String (1 ball medium thickness (4mm x 5 meters - sisal) - (roll)	Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream - (ream)	Blackboard ruler, 1 Meter long, wooden, handle in the middle, standard thickness - (pcs)	Mathematical Compass - (pcs)
1	Iringa	Iringa DC	750	150	150	750	750	750	750	750	750
2	Iringa	Iringa MC	215	43	43	215	215	215	215	215	215
3	Iringa	Kilolo DC	620	124	124	620	620	620	620	620	620
4	Iringa	Mafinga TC	150	30	30	150	150	150	150	150	150
5	Iringa	Mufindi DC	745	149	149	745	745	745	745	745	745
Iringa Region Total			2,480	496	496	2,480	2,480	2,480	2,480	2,480	2,480
6	Morogoro	Gairo DC	355	71	71	355	355	355	355	355	355
7	Morogoro	Ifakara TC	420	84	84	420	420	420	420	420	420
8	Morogoro	Kilosa DC	845	169	169	845	845	845	845	845	845

9	Morogoro	Malinyi DC	175	35	35	175	175	175	175	175	175
10	Morogoro	Mlimba DC	490	98	98	490	490	490	490	490	490
11	Morogoro	Morogoro DC	810	162	162	810	810	810	810	810	810
12	Morogoro	Morogoro MC	360	72	72	360	360	360	360	360	360
13	Morogoro	Mvomero DC	740	148	148	740	740	740	740	740	740
14	Morogoro	Ulanga DC	300	60	60	300	300	300	300	300	300
Morogoro Region Total			4,495	899	899	4,495	4,495	4,495	4,495	4,495	4,495
15	Mtwara	Masasi DC	645	129	129	645	645	645	645	645	645
16	Mtwara	Masasi TC	195	39	39	195	195	195	195	195	195
17	Mtwara	Mtwara DC	345	69	69	345	345	345	345	345	345
18	Mtwara	Mtwara MC	155	31	31	155	155	155	155	155	155
19	Mtwara	Nanyamba TC	335	67	67	335	335	335	335	335	335
20	Mtwara	Nanyumbu DC	470	94	94	470	470	470	470	470	470
21	Mtwara	Newala DC	385	77	77	385	385	385	385	385	385
22	Mtwara	Newala TC	230	46	46	230	230	230	230	230	230
23	Mtwara	Tandahimba DC	635	127	127	635	635	635	635	635	635
Mtwara Region Total			3,395	679	679	3,395	3,395	3,395	3,395	3,395	3,395
24	Ruvuma	Madaba DC	140	28	28	140	140	140	140	140	140
25	Ruvuma	Mbinga DC	820	164	164	820	820	820	820	820	820
26	Ruvuma	Mbinga TC	360	72	72	360	360	360	360	360	360
27	Ruvuma	Namtumbo DC	535	107	107	535	535	535	535	535	535
28	Ruvuma	Nyasa DC	555	111	111	555	555	555	555	555	555

29	Ruvuma	Songea DC	365	73	73	365	365	365	365	365	365
30	Ruvuma	Songea MC	410	82	82	410	410	410	410	410	410
31	Ruvuma	Tunduru DC	755	151	151	755	755	755	755	755	755
Ruvuma region Total			3,940	788	788	3,940	3,940	3,940	3,940	3,940	3,940
Total Per item			14,310	2,862	2,862	14,310	14,310	14,310	14,310	14,310	14,310

Consumable Zanzibar

No	Region	District Name	CONSUMABLE								
			Manila card-assorted colors, A4 size, minimum 230 Gsm, 100 sheets Per Ream (Ream)	Global map (Sphere world Map) - (pcs)	Glue: 1Ltr bottles, liquid, non-toxic, washable - (bottles)	Multipurpose scissors: stainless steel, Soft-grip handles, Size 6-8" -(Pcs)	Marker pens; permanent, writing width 4.00mm, tip size 4.5mm-assorted colors (1 box 4 colors (blue, black, red, green) - (roll)	String (1 ball medium thickness (4mm x 5 meters - sisal) - (roll)	Ream paper: A4, Minimum 80Gsm, White, 500 sheets per ream - (ream)	Blackboard ruler, 1 Meter long, wooden, handle in the middle, standard thickness - (pcs)	Mathematical Compass - (pcs)
1	North Pemba	Micheweni	120	24	24	120	120	120	120	120	120
2	North Pemba	Wete	175	35	35	175	175	175	175	175	175
North Pemba Region total			295	59	59	295	295	295	295	295	295
3	North Unguja	North A	195	39	39	195	195	195	195	195	195
4	North Unguja	North B	120	24	24	120	120	120	120	120	120
North Unguja Region Total			315	63	63	315	315	315	315	315	315
5	South Pemba	Chakechake	150	30	30	150	150	150	150	150	150
6	South Pemba	Mkoani	165	33	33	165	165	165	165	165	165
South Pemba Region Total			315	63	63	315	315	315	315	315	315
7	South Unguja	Central	195	39	39	195	195	195	195	195	195
8	South Unguja	South	80	16	16	80	80	80	80	80	80
South Unguja region Total			275	55	55	275	275	275	275	275	275
9	Urban West	Urban	95	19	19	95	95	95	95	95	95

10	Urban West	West A	115	23	23	115	115	115	115	115	115
11	Urban West	West B	135	27	27	135	135	135	135	135	135
Urban West Region Total			345	69	69	345	345	345	345	345	345
Total Per title			1,545	309	309	1,545	1,545	1,545	1,545	1,545	1,545

“CWD distribution Matrix” provided below

CWD Mainland:

CWD Mainland											
No	Region	District	Reading stand (Pcs)	Magnifying Glasses (pcs)	Sunglasses (pcs)	Typoscopes (Pcs)	Audio recorders (Pcs)	AAA Alkaline Batteries (Set of 4 batteries)	Large felt tip pens (Dozen)	Reams of thick and wide lined paper (Ream)	Leather bags (Pcs)
1	Iringa	Iringa DC	84	84	84	84	84	84	84	84	84
2	Iringa	Iringa MC	42	42	42	42	42	42	42	42	42
3	Iringa	Kilolo DC	50	50	50	50	50	50	50	50	50
4	Iringa	Mafinga TC	48	48	48	48	48	48	48	48	48
5	Iringa	Mufindi DC	66	66	66	66	66	66	66	66	66
Iringa Region Total			290	290	290	290	290	290	290	290	290
6	Morogoro	Gairo DC	42	42	42	42	42	42	42	42	42
7	Morogoro	Ifakara TC	82	82	82	82	82	82	82	82	82
8	Morogoro	Kilosa DC	24	24	24	24	24	24	24	24	24
9	Morogoro	Malinyi DC	66	66	66	66	66	66	66	66	66
10	Morogoro	Mlimba DC	16	16	16	16	16	16	16	16	16
11	Morogoro	Morogoro DC	16	16	16	16	16	16	16	16	16
12	Morogoro	Morogoro MC	44	44	44	44	44	44	44	44	44
13	Morogoro	Mvomero DC	38	38	38	38	38	38	38	38	38
14	Morogoro	Ulanga DC	86	86	86	86	86	86	86	86	86
Morogoro Region Total			414	414	414	414	414	414	414	414	414

15	Mtwara	Masasi DC	224	224	224	224	224	224	224	224	224
16	Mtwara	Masasi TC	12	12	12	12	12	12	12	12	12
17	Mtwara	Mtwara DC	66	66	66	66	66	66	66	66	66
18	Mtwara	Mtwara MC	22	22	22	22	22	22	22	22	22
19	Mtwara	Nanyamba TC	-	-	-	-	-	-	-	-	-
20	Mtwara	Nanyumbu DC	6	6	6	6	6	6	6	6	6
21	Mtwara	Newala DC	8	8	8	8	8	8	8	8	8
22	Mtwara	Newala TC	18	18	18	18	18	18	18	18	18
23	Mtwara	Tandahimba DC	8	8	8	8	8	8	8	8	8
Mtwara Region Total			364	364	364	364	364	364	364	364	364
24	Ruvuma	Madaba DC	24	24	24	24	24	24	24	24	24
25	Ruvuma	Mbinga DC	58	58	58	58	58	58	58	58	58
26	Ruvuma	Mbinga TC	34	34	34	34	34	34	34	34	34
27	Ruvuma	Namtumbo DC	64	64	64	64	64	64	64	64	64
28	Ruvuma	Nyasa DC	80	80	80	80	80	80	80	80	80
29	Ruvuma	Songea DC	26	26	26	26	26	26	26	26	26
30	Ruvuma	Songea MC	58	58	58	58	58	58	58	58	58
31	Ruvuma	Tunduru DC	54	54	54	54	54	54	54	54	54
Ruvuma region Total			398	398	398	398	398	398	398	398	398
Total Per item			1,466	1,466	1,466	1,466	1,466	1,466	1,466	1,466	1,466

CWD Zanzibar:

No	Region	District Name	CWD								
			Reading stand (Pcs)	Magnifying Glasses (pcs)	Sunglasses (pcs)	Typoscopes (Pcs)	Audio recorders (Pcs)	AAA Alkaline Batteries (Set of 4 batteries)	Large felt tip pens (Dozen)	Reams of thick and wide lined paper (Ream)	Leather bags (Pcs)
1	North Pemba	Micheweni	26	26	26	26	26	26	26	26	26
2	North Pemba	Wete	40	40	40	40	40	40	40	40	40
	North Pemba Region total		66	66	66	66	66	66	66	66	66
3	North Unguja	North A	42	42	42	42	42	42	42	42	42
4	North Unguja	North B	28	28	28	28	28	28	28	28	28
	North Unguja Region Total		70	70	70	70	70	70	70	70	70
5	South Pemba	Chakechake	38	38	38	38	38	38	38	38	38
6	South Pemba	Mkoani	20	20	20	20	20	20	20	20	20
	South Pemba Region Total		58	58	58	58	58	58	58	58	58
7	South Unguja	Central	32	32	32	32	32	32	32	32	32
8	South Unguja	South	12	12	12	12	12	12	12	12	12
	South Unguja region Total		44	44	44	44	44	44	44	44	44
9	Urban West	Urban	26	26	26	26	26	26	26	26	26
10	Urban West	West A	22	22	22	22	22	22	22	22	22
11	Urban West	West B	30	30	30	30	30	30	30	30	30
	Urban West Region Total		78	78	78	78	78	78	78	78	78
	Total Per title		316	316	316	316	316	316	316	316	316

Decodable distribution Matrix provided here below

Decodable Mainland:

DECODABLE Mainland								
No	Region	District	Tusome kwa Hatua Darasa la Kwanza Kitabu cha 1	Tusome kwa Hatua Darasa la kwanza Kitabu cha 2	Tusome kwa Hatua Darasa la Kwanza Kitabu cha 3	Tusome kwa Hatua Darasa la Pili Kitabu cha 1	Tusome kwa Hatua Darasa la Pili Kitabu cha 2	Tusome kwa Hatua Darasa la Pili Kitabu cha 3
1	Iringa	Iringa DC	5,384	4,511	4,236	5,899	5,904	5,564
2	Iringa	Iringa MC	2,911	2,311	2,134	3,155	2,975	3,124
3	Iringa	Kilolo DC	5,944	5,488	5,296	5,843	5,667	5,769
4	Iringa	Mafinga TC	1,706	1,386	1,530	2,127	2,158	2,334
5	Iringa	Mufindi DC	5,099	4,673	4,560	5,913	6,033	6,196
Iringa Region Total			21,044	18,369	17,756	22,937	22,737	22,987
6	Morogoro	Gairo DC	4,531	3,838	3,962	5,566	5,217	5,122
7	Morogoro	Ifakara TC	2,064	1,739	1,630	2,991	2,629	2,612
8	Morogoro	Kilosa DC	9,466	7,578	7,395	10,279	9,664	10,013
9	Morogoro	Malinyi DC	3,677	3,201	2,735	3,859	3,841	3,694
10	Morogoro	Mlimba DC	4,490	3,498	3,192	4,653	4,411	4,377
11	Morogoro	Morogoro DC	5,259	4,062	3,900	5,388	5,430	5,236
12	Morogoro	Morogoro MC	5,180	4,616	4,381	5,838	5,564	5,529
13	Morogoro	Mvomero DC	6,878	6,185	5,771	7,705	7,731	7,552
14	Morogoro	Ulanga DC	3,680	2,905	2,446	3,817	3,690	3,309
Morogoro Region Total			45,225	37,622	35,412	50,096	48,177	47,444
15	Mtwara	Masasi DC	5,725	5,394	4,979	6,466	5,987	6,108
16	Mtwara	Masasi TC	2,571	2,539	2,202	2,721	2,681	2,443
17	Mtwara	Mtwara DC	3,859	3,794	3,486	3,873	3,648	3,687
18	Mtwara	Mtwara MC	1,991	1,810	1,943	2,459	2,549	2,398
19	Mtwara	Nanyamba TC	3,201	3,024	2,877	2,784	2,728	2,668

20	Mtwara	Nanyumbu DC	4,005	3,834	3,687	4,000	3,899	4,010
21	Mtwara	Newala DC	2,581	2,476	2,416	2,593	2,631	2,555
22	Mtwara	Newala TC	1,907	1,694	1,506	2,386	2,316	2,171
23	Mtwara	Tandahimba DC	7,949	7,802	7,832	7,762	7,616	7,613
Mtwara Region Total			33,789	32,367	30,928	35,044	34,055	33,653
24	Ruvuma	Madaba DC	962	756	653	955	876	819
25	Ruvuma	Mbinga DC	4,621	4,138	3,962	4,890	4,539	4,568
26	Ruvuma	Mbinga TC	2,542	2,506	2,276	3,049	2,801	2,931
27	Ruvuma	Namtumbo DC	4,351	4,058	3,650	4,758	4,500	4,545
28	Ruvuma	Nyasa DC	3,498	3,292	3,188	3,803	3,604	3,640
29	Ruvuma	Songea DC	2,721	2,644	2,449	3,067	3,075	2,939
30	Ruvuma	Songea MC	5,378	5,052	4,811	5,878	5,495	5,657
31	Ruvuma	Tunduru DC	7,982	7,294	6,616	8,080	7,800	7,496
Ruvuma region Total			32,055	29,740	27,605	34,480	32,690	32,595
Total Per title			132,113	118,098	111,701	142,557	137,659	136,679

Decodable Zanzibar:

No	Region	District Name	DECODABLE					
			Tusome kwa Hatua Darasa la Kwanza Kitabu cha 1	Tusome kwa Hatua Darasa la kwanza Kitabu cha 2	Tusome kwa Hatua Darasa la Kwanza Kitabu cha 3	Tusome kwa Hatua Darasa la Pili Kitabu cha 1	Tusome kwa Hatua Darasa la Pili Kitabu cha 2	Tusome kwa Hatua Darasa la Pili Kitabu cha 3
1	North Pemba	Micheweni	3,638	3,247	3,218	3,747	3,516	3,610
2	North Pemba	Wete	3,988	3,504	3,289	4,588	4,188	4,295
North Pemba Region total			7,626	6,751	6,507	8,335	7,704	7,905
3	North Unguja	North A	2,837	2,547	2,168	3,786	3,547	3,350
4	North Unguja	North B	2,299	2,033	1,533	2,366	2,062	1,832
North Unguja Region Total			5,136	4,580	3,701	6,152	5,609	5,182
5	South Pemba	Chakechake	2,974	2,740	2,571	3,279	3,099	3,068
6	South Pemba	Mkoani	3,112	2,121	2,134	3,241	2,708	2,548
South Pemba Region Total			6,086	4,861	4,705	6,520	5,807	5,616
7	South Unguja	Central	2,488	2,013	1,863	2,644	2,590	2,413

8	South Unguja	South	613	450	358	731	626	652
	South Unguja region Total		3,101	2,463	2,221	3,375	3,216	3,065
9	Urban West	Urban	2,253	1,313	1,052	3,131	2,490	1,573
10	Urban West	West A	4,913	3,614	2,788	5,510	4,718	3,396
11	Urban West	West B	4,310	3,364	3,041	5,179	5,042	4,587
	Urban West Region Total		11,476	8,291	6,881	13,820	12,250	9,556
	Total Per title		33,425	26,946	24,015	38,202	34,586	31,324

Nonfiction books distribution matrix provided here below.

Mainland

			NON-Fiction Mainland														
No	Region	District	Rasilimali Zetu	Sehemu	Tuheshimu Tamaduni Zetu na za Wengine	Ujazo	Urefu na Uzito	Kujiweka Safi	Uwazi Uadilifu na Ukweli	Elimu ya Hali ya Hewa	Kuishi Kwa Upendo	Kutumia Ramani	Maada	Mau mbo	Mazingira Yetu	Mlo Kamili	Mwongozo Wa Kufundisha Kwa Kutumia Vitabu Si-Bunilizi
1	Iringa	Iringa DC	36	28	34	27	28	31	32	30	33	29	32	30	36	33	85
2	Iringa	Iringa MC	3	4	3	6	4	5	5	4	4	4	6	4	2	7	14
3	Iringa	Kilolo DC	37	35	34	34	34	35	37	36	36	32	40	38	32	39	50
4	Iringa	Mafinga TC	4	4	4	4	4	4	4	6	4	4	4	6	4	4	11
5	Iringa	Mufindi DC	21	16	21	17	15	21	31	17	26	24	24	17	22	25	86
	Iringa Region Total		101	87	96	88	85	96	109	93	103	93	106	95	96	108	246
6	Morogoro	Gairo DC	19	17	21	20	22	22	20	24	21	16	18	20	18	16	38
7	Morogoro	Ifakara TC	8	7	11	2	7	2	4	4	4	4	6	8	5	8	27
8	Morogoro	Kilosa DC	16	18	16	16	20	19	19	19	20	18	18	19	17	21	55
9	Morogoro	Malinyi DC	4	4	6	5	5	4	6	4	6	6	6	4	4	4	17

10	Morogoro	Mlimba DC	40	36	43	36	38	37	39	37	38	40	36	38	38	41	65
11	Morogoro	Morogoro DC	30	28	36	33	36	42	35	38	28	37	36	33	32	32	82
12	Morogoro	Morogoro MC	39	40	45	39	40	41	42	40	40	41	43	41	43	41	55
13	Morogoro	Mvomero DC	23	21	32	24	28	27	26	25	26	19	24	18	24	25	63
14	Morogoro	Ulanga DC	4	6	8	16	8	2	3	3	7	6	7	7	4	10	31
	Morogoro Region Total		183	177	218	191	204	196	194	194	190	187	194	188	185	198	433
15	Mtwara	Masasi DC	24	11	40	11	16	30	30	26	33	25	34	19	22	26	119
16	Mtwara	Masasi TC	18	10	17	11	10	16	18	13	21	12	16	9	7	22	47
17	Mtwara	Mtwara DC	16	14	28	16	14	24	33	16	24	15	22	7	10	32	75
18	Mtwara	Mtwara MC	3	0	4	0	0	3	8	0	3	4	6	0	4	6	36
19	Mtwara	Nanyamba TC	18	17	30	19	23	30	31	20	28	25	29	20	21	34	73
20	Mtwara	Nanyumbu DC	22	14	28	22	22	28	33	18	40	22	32	17	19	37	93
21	Mtwara	Newala DC	15	12	27	13	16	25	26	21	32	24	17	7	5	34	60
22	Mtwara	Newala TC	7	5	17	10	4	12	15	8	16	6	17	2	8	18	64
23	Mtwara	Tandahimba DC	39	25	62	44	42	60	56	39	66	55	56	35	43	61	133
	Mtwara Region Total		162	108	253	146	147	228	250	161	263	188	229	116	139	270	700
24	Ruvuma	Madaba DC	2	2	2	4	2	2	2	2	2	2	2	2	2	3	8
25	Ruvuma	Mbinga DC	27	24	27	30	27	34	24	28	28	25	39	33	37	31	96
26	Ruvuma	Mbinga TC	12	10	12	10	14	12	12	14	15	13	12	10	16	16	18
27	Ruvuma	Namtumbo DC	15	15	20	17	14	18	22	17	20	20	15	13	20	15	46
28	Ruvuma	Nyasa DC	13	5	13	15	7	8	9	5	10	12	5	7	7	9	29

29	Ruvuma	Songea DC	14	12	12	12	12	12	12	14	14	12	12	12	12	12	21
30	Ruvuma	Songea MC	34	38	41	38	35	34	35	33	37	32	38	36	32	36	58
31	Ruvuma	Tundururu DC	57	53	65	47	48	49	61	62	57	60	53	56	53	59	107
Ruvuma region Total			174	159	192	173	159	169	177	175	183	176	176	169	179	181	383
Total Per title			620	531	759	598	595	689	730	623	739	644	705	568	599	757	1,762

Nonfiction Zanzibar

No	Region	District Name	NON- fiction Zanzibar															Mwongozo Wa Kufundisha Kwa Kutumia Vitabu Si-Bunilizi	
			Ndot o ya Hali ma	Seh emu	Utamb ulisho wa Zanzib ar Yetu	Udo ngo	Daw a za Kule vya	Cha kula Bor a	Mstatili na Mraba	Wa nya ma	Matendo ya Kihisabati	Utamad uni	Maisha ya Mizani	Aljeb ra	Lita na Miililita	Ruwaida – Ndot o Yangu Imetimia	Shujaa Abeid Amani Karume		Haki na Wajibu wa Watoto
1	North Pemba	Micheweni	10	10	12	10	14	11	9	10	8	12	11	10	10	8	12	10	48
2	North Pemba	Wete	20	11	20	14	15	16	16	16	12	15	12	16	15	20	18	18	70
North Pemba Region total			30	21	32	24	29	27	25	26	20	27	23	26	25	28	30	28	118
3	North Unguja	North A	16	10	11	12	13	13	10	11	9	16	12	10	13	14	18	14	76
4	North Unguja	North B	7	6	4	2	4	8	2	7	10	6	7	2	4	4	2	4	46
North Unguja Region Total			23	16	15	14	17	21	12	18	19	22	19	12	17	18	20	18	122
5	South Pemba	Chakechake	10	8	10	8	10	12	8	14	6	10	8	7	7	10	6	10	60
6	South Pemba	Mkoani	5	2	5	3	5	4	5	6	4	6	5	2	3	7	14	6	66
South Pemba Region Total			15	10	15	11	15	16	13	20	10	16	13	9	10	17	20	16	126
7	South Unguja	Central	9	6	7	10	7	8	9	8	13	14	6	10	5	11	8	13	78

8	South Unguja	South	2	0	0	2	3	2	0	4	0	2	0	0	0	1	1	1	32
	South Unguja region Total		11	6	7	12	10	10	9	12	13	16	6	10	5	12	9	14	110
9	Urban West	Urban	3	2	2	2	2	3	1	2	3	4	2	3	2	2	2	2	38
10	Urban West	West A	0	0	1	2	3	2	2	1	2	4	1	2	1	3	6	2	46
11	Urban West	West B	6	10	5	9	8	10	8	6	6	7	10	7	6	9	8	8	54
	Urban West Region Total		9	12	8	13	13	15	11	9	11	15	13	12	9	14	16	12	138
	Total Per title		88	65	77	74	84	89	70	85	73	96	74	69	66	89	95	88	614

Preprimary Small Books: Zanzibar

No	Region	District Name	SMALL BOOKS															
			Bustani ya Maua	Saida na Saidi	Kuku na Kanga	Juma Mchungaji	Moto	Mtoto Furaha	Ninakupenda Nyumbani Kwetu	Natamani Kuanza Skuli	Nyoka Mkubwa	Skuli Yangu	Tatu na Bata	Urafiki wa Binadamu na Mbwa				
1	North Pemba	Micheweni	394	394	394	394	394	394	394	394	394	394	394	394	394	394	394	394
2	North Pemba	Wete	94	94	94	94	94	94	94	94	94	94	94	94	94	94	94	94
	North Pemba Region total		488	488	488	488	488	488	488	488	488	488	488	488	488	488	488	488
3	North Unguja	North A	398	398	398	398	398	398	398	398	398	398	398	398	398	398	398	398
4	North Unguja	North B	206	206	206	206	206	206	206	206	206	206	206	206	206	206	206	206
	North Unguja Region Total		604	604	604	604	604	604	604	604	604	604	604	604	604	604	604	604
5	South Pemba	Chakechake	152	152	152	152	152	152	152	152	152	152	152	152	152	152	152	152
6	South Pemba	Mkoani	292	292	292	292	292	292	292	292	292	292	292	292	292	292	292	292
	South Pemba Region Total		444	444	444	444	444	444	444	444	444	444	444	444	444	444	444	444
7	South Unguja	Central	70	70	70	70	70	70	70	70	70	70	70	70	70	70	70	70

8	South Uguja	South	38	38	38	38	38	38	38	38	38	38	38	38
	South Uguja region Total		108	108	108	108	108	108	108	108	108	108	108	108
9	Urban West	Urban	58	58	58	58	58	58	58	58	58	58	58	58
10	Urban West	West A	116	116	116	116	116	116	116	116	116	116	116	116
11	Urban West	West B	80	80	80	80	80	80	80	80	80	80	80	80
	Urban West Region Total		254	254	254	254	254	254	254	254	254	254	254	254
	Total Per title		1,898	1,898	1,898	1,898	1,898	1,898	1,898	1,898	1,898	1,898	1,898	1,898

Preprimary Big Books and Teacher guide: Zanzibar

No	Region	District Name	BIG BOOKS											
			Bustani ya Maua	Saida na Saidi	Kuku na Kanga	Juma Mchungaji	Moto	Mtoto Furaha	Ninakupenda Nyumbani Kwetu	Natamani Kuanza Skuli	Nyoka Mkubwa	Skuli Yangu	Tatu na Bata	Urafiki wa Binadamu na Mbwa
1	North Pemba	Micheweni	197	197	197	197	197	197	197	197	197	197	197	197
2	North Pemba	Wete	47	47	47	47	47	47	47	47	47	47	47	47
	North Pemba Region total		244	244	244	244	244	244	244	244	244	244	244	244
3	North Uguja	North A	199	199	199	199	199	199	199	199	199	199	199	199
4	North Uguja	North B	103	103	103	103	103	103	103	103	103	103	103	103
	North Uguja Region Total		302	302	302	302	302	302	302	302	302	302	302	302
5	South Pemba	Chakechake	76	76	76	76	76	76	76	76	76	76	76	76
6	South Pemba	Mkoani	146	146	146	146	146	146	146	146	146	146	146	146
	South Pemba Region Total		222	222	222	222	222	222	222	222	222	222	222	222

7	South Unguja	Central	35	35	35	35	35	35	35	35	35	35	35	35
8	South Unguja	South	19	19	19	19	19	19	19	19	19	19	19	19
South Unguja region Total			54	54	54	54	54	54	54	54	54	54	54	54
9	Urban West	Urban	29	29	29	29	29	29	29	29	29	29	29	29
10	Urban West	West A	58	58	58	58	58	58	58	58	58	58	58	58
11	Urban West	West B	40	40	40	40	40	40	40	40	40	40	40	40
Urban West Region Total			127	127	127	127	127	127	127	127	127	127	127	127
Total Per title			949	949	949	949	949	949	949	949	949	949	949	949

LABEL SAMPLES PROVIDED BELOW:

Books label sample:

Sn	Label details	Example
1	School Name	Kipera
2	District name	Iringa DC
3	Region name	Iringa
4	Quantity	
	Decodable	5 Pcs
	Nonfiction pupil's book	5 Pcs
	Nonfiction guide	5 Pcs

Consumable label sample:

Sn	Label details	Example
1	School Name	Nangaka
2	District name	Iringa DC
3	Region name	Iringa
4	Quantity	
	Manila card-assorted	5 Pcs

	Global map	5 Pcs
	Glue: 1Ltr bottles	5 cs
	Multipurpose scissors	5 Pcs
	Marker pens	5 boxes
	String	1 roll
	Ream paper	5 reams
	Blackboard ruler, 1 Meter long.	1 Pc
	Mathematical Compass	4 Pcs

CWD label sample:

Sn	Label details	Example
1	School Name	Nangaka
2	District name	Iringa DC
3	Region name	Iringa
4	Quantity	
	Reading stand	5 Pcs
	Magnifying Glass	6 Pcs
	Sunglass	7 Pcs
	Typoscope	8 Pcs
	Audio recorders	9 Pcs
	Batteries	1 Pc
	Large felt Tip pens	2 Pcs
	Leather bag	2 Pcs
	Ream of Thick and Wide lined paper	5 Ream